

8 FEB 1971

WORD ORDER STANDARDS FOR INDEXING PERSONAL NAMES

DOCUMENT NO. 001
NO CHANGE IN CLASS. ☐
DECLASSIFIED
CLASS. CHANGED TO: TS S C
NEXT REVIEW DATE: 11/29/90
AUTH: HR 2
DATE: 11/29/90 REVIEWER: 061169

JOB NO. 78-62646R
BOX NO. 005
FOLDER NO. 621
TOTAL DOCS HEREIN ---

21

30 September 1970

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INTRODUCTION

This manual presents the word order for indexing personal names of many of the most widely used world languages. Examples of the order in which personal names are written and of the correct order for carding them are included. Principal indexing elements are followed by commas, titles are set off in slash marks and particles are enclosed in parentheses.

This manual updates and supplements the procedures presented in the studies on personal names. These studies provide guidance and assistance in recognizing the various elements of personal names, in transliterating and spelling them consistently, and in indexing them uniformly. They are particularly useful when dealing with foreign language problem names.

Forty studies covering forty-four languages have been prepared, three studies (Cambodian, Tibetan and Portuguese) are being prepared at this time and four more (Danish, Dutch, Icelandic and Norwegian) are planned for completion by early 1972.

AMHARIC PERSONAL NAMES

Carding

Word order for carding Amharic names is given name followed by a comma, patronymic, and family name, if there is one. A title is set off in slash marks and placed at the right of the entry. The given name is the principal indexing element. Thus, using the symbols X for given name, P for patronymic, and T for title, the name elements in the examples below are first identified and then are shown in the correct order for carding. A compound name is considered as one name even though its elements are written separately.

<u>Name</u>	<u>Order for Carding</u>
ATO ZEWDE RETTA T X P	ZEWDE, RETTA /ATO/
ATO WORKU MEKASHA T X P	WORKU, MEKASHA /ATO/
<u>TAFARRA WARK</u> <u>KIDANA WALD</u> FARAJ X P T	TAFARRA WARK, KIDANA WALD /FARAJ/

ARABIC PERSONAL NAMES

Carding

Word order for carding Arabic personal names depends on their structural pattern.

1. Where family names are used (in Iran, for example), word order for carding is family name (hyphenated as appropriate) followed by a comma, given name(s) (also hyphenated as appropriate), with title, if any, set off in slash marks after the name. The family name is the principal indexing element. Thus, using the symbols S for family name, X for given name, and T for title, the name elements in the examples below are first identified and then are shown in the correct order for carding.

<u>Name</u>	<u>Order for Carding</u>
PRESIDENT JAMAL ABD-AL-NASIR T X S	ABD-AL-NASIR, JAMAL /PRESIDENT/
AL-SAYYID YASIR ARAFAT T X S	ARAFAT, YASIR /AL-SAYYID/
MAJOR AWAD ABU-ZAYD T X S	ABU-ZAYD, AWAD /MAJOR/

Some family names are prefixed with the particle al. When this particle is separated from the family name by a space, it is enclosed in parentheses and is placed in front of the name. In such cases, the surname is indexed under the word following this particle, e.g., the surname (AL) SADAT is indexed under SADAT.

<u>Name</u>	<u>Order for Carding</u>
<u>ANWAR</u> <u>AL</u> <u>SADAT</u> X S	(AL) SADAT, ANWAR
<u>COL.</u> <u>MOAMMER</u> <u>AL</u> <u>GADDAFY</u> T X S	(AL) GADDAFY, MOAMMER /COL/
<u>DR.</u> <u>NURREDIN</u> <u>AL</u> <u>ATASSY</u> T X S	(AL) ATASSY, NURREDIN /DR/

2. Where family names are not used (among the majority of the Afghans, for example), word order for carding is given name followed by a comma, with title, if any, set off in slash marks.

<u>Name</u>	<u>Order for Carding</u>
<u>JAGRAN</u> <u>ABD-AL-WAHAD</u> T X	ABD-AL-WAHAD, /JAGRAN/

BURMESE PERSONAL NAMES

Carding

Burmese personal names usually consist of only a title and given name(s). Word order for carding, therefore is given name(s) followed by a comma and the title set off in slash marks. Thus, using the symbols X for given name, and T for title, the name elements in the examples below are first identified and then are shown in the correct order for carding.

<u>Name</u>	<u>Order for Carding</u>
MAUNG HLA MAUNG T X X	HLA MAUNG, /MAUNG/
KO BA THAN T X X	BA THAN, /KO/
DAW THIN T X	THIN, /DAW/

CAMBODIAN PERSONAL NAMES

Carding

Word order for carding Cambodian names is surname (family name) followed by a comma, given name(s), and title, if used, set off in slash marks. The surname is the principal indexing element. Thus, using the symbols S for surname, X for given name, and T for title, the name elements in the examples below are first identified and then are shown in the correct order for carding.

<u>Name</u>	<u>Order for Carding</u>
SAO MAO S X	SAO, MAO
LENG NGETH S X	LENG, NGETH
LOOK YEM SAMBAUR T S X	YEM, SAMBAUR /LOOK/

CHINESE PERSONAL NAMES

Carding

Word order for carding Chinese names is surname (family name) followed by a comma, given name(s), telecode set off in slash marks, and title, if used, also set off in slash marks. The surname is the principal indexing element. Thus, using the symbols S for surname, X for given name, and T for title, the name elements in the examples below are first identified and then are shown in the correct order for carding.

<u>Name</u>	<u>Order for Carding</u>
CAPT. WONG JUNG-PAO T S X	WONG, JUNG-PAO /CAPT/
CHOU EN-LAI S X	CHOU, EN-LAI
LEE WAN-LOY /1234/5678/9023/ S X (telecode)	LEE, WAN-LOY /1234/5678/9023/

If a name consists of only a surname and a title, word order for carding is surname followed by a comma and title set off in slash marks.

<u>Name</u>	<u>Order for Carding</u>
WANG HSIEN SHENG S T	WANG, /HSIEN SHENG/
WEI HSAIO CHIEH S T	WEI, /HSAIO CHIEH/

DANISH PERSONAL NAMES

Carding

1. Word order for carding Danish names is surname followed by a comma, given name(s), and title, if used, set off in slash marks. The surname is the principal indexing element. Thus, using the symbols S for surname, X for given name, and T for title, the name elements in the examples below are first identified and then are shown in the correct order for carding.

<u>Name</u>	<u>Order for Carding</u>
JENS ANDERSEN X S	ANDERSEN, JENS
HANS CHRISTIAN BLICKER X X S	BLICKER, HANS CHRISTIAN

2. Some Danish surnames are prefixed with particles, such as van, von, or la. When this particle is separated from the surname by a space, it is enclosed in parentheses and is placed in front of the name to which it refers. In such cases, the surname is indexed under the word following the particle, e.g., the surname (LA) COUR is indexed under COUR.

<u>Name</u>	<u>Order for Carding</u>
POUL LA COUR X S	(LA) COUR, POUL

DUTCH PERSONAL NAMES

Carding

1. Word order for carding Dutch names is surname followed by a comma, given name(s), and title, if used, set off in slash marks. The surname is the principal indexing element. Thus, using the symbols S for surname, X for given name, and T for title, the name elements in the examples below are first identified and then are shown in the correct order for carding.

Name

Order for Carding

PIETER GEYL
X S

GEYL, PIETER

CAREL JOHAN BLAEU
X X S

BLAEU, CAREL JOHAN

2. Some surnames are prefixed with a particle (van, van der, and ver). When this particle is separated from the surname by a space, it is enclosed in parentheses and is placed in front of the name to which it refers. In such cases, the surname is indexed under the word following the particle, e.g., the surname (VAN) WESEMAL is indexed under WESEMAL.

Name

Order for Carding

HERMAN VAN WESEMAL
X S

(VAN) WESEMAL, HERMAN

ENGLISH PERSONAL NAMES

Carding

1. Word order for carding English names is surname followed by a comma, given name(s), and title, if used, set off in slash marks. The surname is the principal indexing element. Thus, using the symbols S for surname, X for given name, and T for title, the name elements in the examples below are first identified and then are shown in the correct order for carding.

<u>Name</u>	<u>Order for Carding</u>
JOHN THOMAS SMITH X X S	SMITH, JOHN THOMAS
WILLIAM EARL ANDERSON X X S	ANDERSON, WILLIAM EARL
GEN. DWIGHT DAVID EISENHOWER T X X S	EISENHOWER, DWIGHT DAVID /GEN/

2. Some English surnames derived from other languages are prefixed with a particle (de, di, du, la, le, lo, van). When this particle is separated from the surname by a space, it is enclosed in parentheses and is placed in front of the name to which it refers. In such cases, the surname is indexed under the word following the particle, e.g., the surname (DU) BOIS is indexed under BOIS.

<u>Name</u>	<u>Order for Carding</u>
JAMES RICHARD DU BOIS X X S	(DU) BOIS, JAMES RICHARD
CARL ERNEST VAN BUREN X X S	(VAN) BUREN, CARL ERNEST

FRENCH PERSONAL NAMES

Carding

1. Word order for carding French names is surname (including last element of a compound surname) followed by a comma, given name(s), and title, if used, set off in slash marks. The surname is the principal indexing element. Thus, using the symbols S for surname, X for given name, and T for title, the name elements in the examples below are first identified and then are shown in the correct order for carding.

<u>Name</u>	<u>Order for Carding</u>
PAUL CLAUDEL X S	CLAUDEL, PAUL
MLLE. DENISE MARTIN T X S	MARTIN, DENISE /MLLE/
M. JEAN PIERRE LEBRUN T X X S	LEBRUN, JEAN PIERRE /M/

2. Some surnames are prefixed with a particle (de, du, la, le, les, and de la). When this particle is separated from the surname by a space, it is enclosed in parentheses and is placed in front of the name. In such cases, the surname is indexed under the word following the particle, e.g., the surname (DE) GAULLE is indexed under GAULLE.

<u>Name</u>	<u>Order for Carding</u>
MLLE. MARIE ELENE LA FONTAINE T X X S	(LA) FONTAINE, MARIE ELENE /MLLE/
CHARLES DE GAULLE X S	(DE) GAULLE, CHARLES

GERMAN PERSONAL NAMES

Carding

1. Word order for carding German names is surname followed by a comma, given name(s), and title, if used, set off in slash marks. The surname is the principal indexing element. Thus, using the symbols S for surname, X for given name, and T for title, the name elements in the examples below are first identified and then are shown in the correct order for carding.

<u>Name</u>	<u>Order for Carding</u>
WILHELM LANGE X S	LANGE, WILHELM
HANS GERHARD STROM X X S	STROM, HANS GERHARD
GEN. ERNST GOTTWALD T X S	GOTTWALD, ERNST /GEN/

2. Some surnames are prefixed with a particle (von, vom, von den, von der, zu, zur). When this particle is separated from the surname by a space, it is enclosed in parentheses and is placed in front of the name to which it refers. In such cases, the surname is indexed under the word following the particle, e.g., the surname (VON) BRAUN is indexed under BRAUN.

<u>Name</u>	<u>Order for Carding</u>
HERMANN WILHELM VON GOTTFRIED X X S	(VON) GOTTFRIED, HERMANN WILHELM
HANS OTTO VON BRAUN X X S	(VON) BRAUN, HANS OTTO

GUJERATI PERSONAL NAMES

Carding

Word order for carding Gujarati names is surname followed by a comma, given name(s), patronymic, and title, if used, set off in slash marks. The surname is the principal indexing element. Where there is no surname, the last element of the name, often a patronymic, is the principal indexing element and is treated as a surname. Thus, using the symbols S for surname, X for given name, P for patronymic, and T for title, the name elements in the examples below are first identified and then are shown in the correct order for carding.

Name

HAREN KARAMCHAND PATEL
X P S

FARHAT GULABCHAND GANDHI
X P S

Order for Carding

PATEL, HAREN KARAMCHAND

GANDHI, FARHAT GULABCHAND

HAUSA PERSONAL NAMES

Carding

Word order for carding Hausa names depends on their structural pattern.

1. Where surnames are used, word order for carding is surname followed by a comma, given name(s), and title, if used, set off in slash marks. The surname is the principal indexing element. Thus, using the symbols S for surname, X for given name, and T for title, the name elements in the example below are first identified and then are shown in the correct order for carding.

<u>Name</u>	<u>Order for Carding</u>
MALAM ALMU AHMADU T X S	AHMADU, ALMU /MALAM/

2. Where the name consists only of title and given name, the order for carding is given name followed by a comma and title set off in slash marks.

<u>Name</u>	<u>Order for Carding</u>
ATTA MAJADAN T X	MAJADAN, /ATTA/

HUNGARIAN PERSONAL NAMES

Carding

Word order for carding Hungarian names is surname followed by a comma, given name(s), and title, if used, set off in slash marks. The surname is the principal indexing element. Thus, using the symbols S for surname, X for given name, and T for title, the name elements in the examples below are first identified and then are shown in the correct order for carding.

Name

BORSODI JANOS
S X

DR. NAGY IMRE
T S X

Order for Carding

BORSODI, JANOS

NAGY, IMRE /DR/

INDONESIAN PERSONAL NAMES

Carding

Word order for carding Indonesian names depends on their structural pattern.

1. When a surname (family name or clan name) is used, word order for carding is surname followed by a comma, given name(s), and title, if used, set off in slash marks. The surname is the principal indexing element. Thus, using the symbols S for surname, X for given name, and T for title, the elements of the names in the examples below are first identified and then are shown in the correct order for carding.

<u>Name</u>	<u>Order for Carding</u>
IDRUS NASIR DJAJADININGRAT X X S	DJAJADININGRAT, IDRUS NASIR
AMIR HAMSAH NASUTION X X S	NASUTION, AMIR HAMSAH
RADEN MAS SUTJIPTO SURIANEGARA T X S	SURIANEGARA, SUTJIPTO /RADEN MAS/

If the name consists of only a title and a surname (or a title and given name), word order for carding is surname (or given name) followed by a comma, and title set off in slash marks.

<u>Name</u>	<u>Order for Carding</u>
<u>DJEN SOEDIRMAN</u> T S	SOEDIRMAN, /DJEN/
<u>RADEN MAS KOMAN</u> T X	KOMAN, /RADEN MAS/
<u>HANIFAH SUTAN</u> X T	HANIFAH, /SUTAN/

2. If a name consists of two given names only, the word order for carding is the second given name followed by a comma, the first given name, and title, if used, set off in slash marks.

<u>Name</u>	<u>Order for Carding</u>
ALI SADONA X X	SADONA, ALI
NANI NURANI X X	NURANI, NANI
SARTONO KARTODIREDDJO X X	KARTODIREDDJO, SARTONO
MH. KASAN X X	KASAN, MH.

(Mohammad is frequently abbreviated, as in the above, as M., Mh., Moh., Moch., or Muh.).

3. Some Indonesian names consist of a given name, the word "bin" (son of) or "binti" (daughter of), and the father's name. Word order for carding such names is given name followed by a comma, the word "bin" or "binti" enclosed in parentheses, and the father's name.

<u>Name</u>	<u>Order for Carding</u>
SULAIMAN BIN UMAR X	SULAIMAN, (BIN) UMAR
SAIRAH BINTI UMAR X	SAIRAH, (BINTI) UMAR

4. Some Indonesian names are prefixed with the word SRI, SITTI, SITI, ABU, KARTA, NATA or PURA. When this word is separated from the name by a space, it is enclosed in parentheses, placed in front of the name to which it refers, and for indexing purposes is not considered as part of the surname.

<u>Name</u>	<u>Order for Carding</u>
SRI RAHAJU S	(SRI) RAHADJU
SITTI DUMILAH S	(SITTI) DUMILAH
SITI ASIDAH SALIM X S	SALIM, (SITI) ASIDAH
KOL. SRI HARTONO T S	(SRI) HARTONO, /KOL/

5. The U vowel

The U vowel, for example in the prefix SU of Indonesian names, has legally replaced the Dutch style OE vowel combination; however, many Indonesians continue to use the OE spelling. The U spelling should be used instead of OE when carding. The only exception is when OE appears initially in Indonesian versions of Chinese names. For example, in the name OEY, the OE is not replaced by U.

ITALIAN PERSONAL NAMES

Carding

1. Word order for carding Italian names is surname (including last element of a compound surname) followed by a comma, given name(s), and title, if used, set off in slash marks. The surname is the principal indexing element. Thus, using the symbols S for surname, X for given name, and T for title, the name elements in the examples below are first identified and then are shown in the correct order for carding.

<u>Name</u>	<u>Order for Carding</u>
PROF. GAUDENZIO DINO CONTI T X X S	CONTI, GAUDENZIO DINO /PROF/
VITTORIO AMEDEO PUCCINELLI X X S	PUCCINELLI, VITTORIO AMEDEO

2. Some surnames are prefixed with a particle (de, di, da, la, lo, del, della, and degli). When this particle is separated from the surname by a space, it is enclosed in parentheses and is placed in front of the name. In such cases, the surname is indexed under the word following the particle, e.g., the surname (DE) MACCHIA is indexed under MACCHIA.

<u>Name</u>	<u>Order for Carding</u>
ANTONIO DE MACCHIA X S	(DE) MACCHIA, ANTONIO
CARMILLO DE ROSSI X S	(DE) ROSSI, CARMILLO

KOREAN PERSONAL NAMES

Carding

Word order for carding Korean names is surname (family name) followed by a comma, given name(s), Korean telecode numbers enclosed in slash marks, followed by title, if used, which is also set off in slash marks. The surname is the principal indexing element. Thus, using the symbols S for surname, X for given name, and T for title, the name elements in the examples below are first identified and then are shown in the correct order for carding.

<u>Name</u>	<u>Order for Carding</u>
KIM SE-WON /6855/0013/3293/ S X (telecode)	KIM, SE-WON /6855/0013/3293/
PAK CHONG-HUI /2613/2973/3556/ S X (telecode)	PAK, CHONG-HUI /2613/2973/3556/

If the name consists of only a surname and a title, word order for carding is surname followed by a comma, telecode numbers, and title.

<u>Name</u>	<u>Order for Carding</u>
PAK PUJANG /2613/2221/2345/ S T (telecode)	PAK, /2613/2221/2345/ /PUJANG/
KIM SANG /2855/4567/ S T (telecode)	KIM, /2855/4567/ /SANG/

In checking the form of a Korean name, the Korean Telegraphic Code Book should be used for both the correct spelling and the code numerals. Names of South Koreans should be corroborated before carding, as many South Koreans change the Korean order (surname first) to the western style, for example,

KIM SE-WON may be written as

SE WON KIM, or SEWON KIM.

LAO PERSONAL NAMES

Carding

Word order for carding Lao names is given name(s) followed by a comma, surname, and title, if used, set off in slash marks. The principal indexing element is the given name(s). Thus, using the symbols T for title, X for given name, and S for surname, the name elements in the examples below are first identified and then are shown in the correct order for carding.

Name

Order for Carding

NAI KHAM PAN PANYA
T X S

KHAM PAN, PANYA /NAI/

NAI SULIT DON SASOLIT
T X X S

SULIT DON, SASOLIT /NAI/

LATVIAN PERSONAL NAMES

Carding

Word order for carding Latvian names is surname followed by a comma, given name(s), and title, if used, set off in slash marks. The surname is the principal indexing element. Thus, using the symbols S for surname, X for given name, and T for title, the name elements in the examples below are first identified and then are shown in the correct order for carding.

Name

Order for Carding

JANIS ZALITIS
X S

ZALITIS, JANIS

AINA ZALITE
X S

ZALITE, AINA

If a name is in a grammatical case other than the nominative (for example, a Latvian surname followed by a social address title is written in the genitive case), it is so carded, however, the nominative singular form of the name is entered as a cross-reference on an AKA card.

Name

Order for Carding

JANIS ZALISA KUNGS
X S T

ZALISA, JANIS /KUNGS/
AKA - ZALITIS, JANIS

Refer to Latvian Personal Names Study, Appendix C, pages 19-21 for possible variant (declined) forms of Latvian names.

LITHUANIAN PERSONAL NAMES

Carding

Word order for carding Lithuanian names is surname followed by a comma, given name, patronymic, and title, if used, set off in slash marks. The surname is the principal indexing element. Thus, using the symbols S for surname, X for given name, P for patronymic, and T for title, the name elements in the examples below are first identified and then are shown in the correct order for carding.

<u>Name</u>	<u>Order for Carding</u>
JONAS PETRO BUKAUSKAS X P S	BUKAUSKAS, JONAS PETRO
PONAS ADOMAS ARLIUKAS T X S	ARLIUKAS, ADOMAS /PONAS/

If a name is in a grammatical case other than the nominative, it is so carded, but the nominative singular form is entered as a cross-reference on an AKA card. Refer to Lithuanian Personal Names Study, Appendix C, pages 15-17 for possible variant (declined) forms of Lithuanian names.

MONGOLIAN PERSONAL NAMES

Carding

Word order for carding Mongolian names is given name followed by a comma, patronymic, and title, if used, set off in slash marks. The given name is the principal indexing element. Thus, using the symbols X for given name, P for patronymic, and T for title, the name elements in the examples below are first identified and then are shown in the correct order for carding.

<u>Name</u>	<u>Order for Carding</u>
DASHIYN ADILBISH P X	ADILBISH, DASHIYN
BYANBYN RINCHIN P X	RINCHIN, BYANBYN
DARGA DARAHYN TOMOR-OCHIR T P X	TOMOR-OCHIR, DARAHYN /DARGA/

NEPALI PERSONAL NAMES

Carding

Word order for carding Nepali personal names depends on their structural pattern.

When a surname (family name, tribal name, or caste name) is used, word order for carding is surname followed by a comma, given name(s), and title, if used, set off in slash marks. The surname is the principal indexing element. Thus, using the symbols S for surname, X for given name, and T for title, the elements of the names in the examples below are first identified and then are shown in the correct order for carding.

<u>Name</u>	<u>Order for Carding</u>
AMRIT CHAND X S	CHAND, AMRIT
WISHWA BISHTA X S	BISHTA, WISHWA

When a surname is not used, word order for carding is the last given name element followed by a comma, and remaining given names as used.

<u>Name</u>	<u>Order for Carding</u>
ARBINDA SHAMSHER JANG BAHADUR RANA X X X X X	RANA, ARBINDA SHAMSHER JANG BAHADUR

NORWEGIAN PERSONAL NAMES

Carding

1. Word order for carding Norwegian names is surname followed by a comma, given name(s), and title, if used, set off in slash marks. The surname is the principal indexing element. Thus, using the symbols S for surname, X for given name, and T for title, the name elements in the examples below are first identified and then are shown in the correct order for carding.

<u>Name</u>	<u>Order for Carding</u>
HANS DAHL X S	DAHL, HANS.
NILS SMITH JOHANSEN X X S	JOHANSEN, NILS SMITH

2. Some Norwegian surnames are prefixed with particles, such as von or de. When this particle is separated from the surname by a space, it is enclosed in parentheses and is placed in front of the name to which it refers. In such cases, the surname is indexed under the word following the particle, e.g., the surname (VON) DAHL is indexed under DAHL.

<u>Name</u>	<u>Order for Carding</u>
ELSA VON DAHL X S	(VON) DAHL, ELSA

PORTUGUESE PERSONAL NAMES

Carding

1. Word order for carding Portuguese names is surname (including last element of a compound surname) followed by a comma, given name(s), matronymic, and title set off in slash marks. In the examples below, the name elements are first identified (using the symbols S for surname, X for given name, M for matronymic, and T for title) and then are shown in the correct order for carding.

<u>Name</u>	<u>Order for Carding</u>
MAJOR RODOLFO AMORIM GARCIA T X M S	GARCIA, RODOLFO AMORIM /MAJOR/
ALBERTO LUIZ MACHADO X X S	MACHADO, ALBERTO LUIZ

When the word Neto (grandson), Filho (son), Junior (junior), or Sobrinho (nephew) or its feminine form follows the surname, it is included in the principal indexing element.

<u>Name</u>	<u>Order for Carding</u>
ANTONIO CARLOS COELHO FILHO X X S	COELHO FILHO, ANTONIO CARLOS

2. Some names are prefixed with a particle (da, das, do, dos, and de). When this particle is separated from the name by a space, it is enclosed in parentheses and is placed

in front of the name to which it refers. In such cases, the surname is indexed under the word following the particle, e.g., the surname (DE) ALMEIDA is indexed under ALMEIDA.

<u>Name</u>	<u>Order for Carding</u>
ANTONIO <u>DE</u> <u>ALMEIDA</u> X S	(DE) ALMEIDA, ANTONIO
PRES. ANTONIO <u>DE</u> <u>PIRES</u> T X S	(DE) PIRES, ANTONIO /PRES/

ROMANIAN PERSONAL NAMES

Carding

Word order for carding Romanian names is surname followed by a comma, given name(s), and title, if used, set off in slash marks. The surname is the principal indexing element. Thus, using the symbols S for surname, X for given name, and T for title, the name elements in the examples below are first identified and then are shown in the correct order for carding.

<u>Name</u>	<u>Order for Carding</u>
GHEORGHE IONESCU X S	IONESCU, GHEORGHE
DOMNULE ION POPESCU T X S	POPESCU, ION /DOMNULE/

Some surnames are prefixed with a particle (de, a, l, le, o, or un). When this particle is separated from the surname by a space, it is enclosed in parentheses and is placed in front of the name. In such cases, the surname is indexed under the word following the particle, e.g., the surname (DE) PUSCARIU is indexed under PUSCARIU.

<u>Name</u>	<u>Order for Carding</u>
EMILE DE PUSCARIU X S	(DE) PUSCARIU, EMILE

SINHALESE PERSONAL NAMES

Carding

Word order for carding Sinhalese names depends on their structural pattern.

1. When a surname (family name) appears as the last element of a personal name, word order for carding is surname followed by a comma, given name(s), and title, if used, set off in slash marks. The surname is the principal indexing element. Thus, using the symbols S for surname, X for given name, and T for title, the elements of the names in the examples below are first identified and then are shown in the correct order for carding.

<u>Name</u>	<u>Order for Carding</u>
CECIL DON ABEYSINGHE X T S	ABEYSINGHE, CECIL /DON/
SENANAYAKE SIRIWARDANA X S	SIRIWARDANA, SENANAYAKE

Some surnames are prefixed with the particle de. When this particle is separated from the surname by a space, it is enclosed in parentheses and is usually placed in front of the surname.

<u>Name</u>	<u>Order for Carding</u>
SOMASDA DE SIRIWARDANA X S	(DE) SIRIWARDANA, SOMASDA
SURIYASENE DE SILVA X S	(DE) SILVA, SURIYASENE

2. The traditional Sinhalese name pattern consists of a gē-name (traditional family name) followed by one or more given names. Some name patterns consist of given names only. In both cases, word order for carding is the last element (last given name) followed by a comma, the remaining name elements in order of use, and title, if used, set off in slash marks. The last element is the principal indexing element. Thus, using the symbols G for gē-name, X for given name, and T for title, the elements of the names in the examples below are first identified and then are shown in the correct order for carding.

<u>Name</u>	<u>Order for Carding</u>
DEVELAGE CHANDRAPALA G X	CHANDRAPALA, DEVELAGE
MERINNAGE DONA SOMALATHA G T X	SOMALATHA, MERINNAGE /DONA/
KIRI LILIAN X X	LILIAN, KIRI

If the name consists of only a given name and a title, word order for carding is given name followed by a comma, and title set off in slash marks.

<u>Name</u>	<u>Order for Carding</u>
JOHN SINGHO X T	JOHN, /SINGHO/
MARY NONA X T	MARY, /NONA/

3. Compound Names

A compound name is considered as one name even though its elements are written separately.

<u>Name</u>	<u>Order for Carding</u>
ABRAHAM MENDIS GUNASEKERA X S	MENDIS GUNASEKERA, ABRAHAM
JOYCE PERERA GOONERATNE X S	PERERA GOONERATNE, JOYCE
HENNEKGEDARA HEEN BANDA X X	HEEN BANDA, HENNEKGEDARA
WIDANA GAMAGE DARINASENA X X	DARINASENA, WIDANA GAMAGE

When one of the elements listed below occurs in the next-to-last position, it is a part of a compound name.

BANDI	MUTHU
DINGIRI	PODI
HEEN	PUNCHI
KALU	RAN
KAPURU	RATHU
KIRI	SUDU
KUDA	TIKIRI
LOKA	UKKU
MEDDUNA	

<u>Name</u>	<u>Order for Carding</u>
HENNEKGEDARA HEEN BANDA X X	HEEN BANDA, HENNEKGEDARA

When one of the titles listed below occurs in the final position as a part of the name, the name is usually compound.

APPU	LAMAETANI
APPUHAMY	MENIKA
BANDA	NONA
BANDARA	RALA
ETANA	SAMY
HAMY	SINGHO
KURARIHAMY	

Name

Order for Carding

LIYANAGE CLOVIS APPUHAMY

CLOVIS APPUHAMY, LIYANAGE

4. Names of Buddhist priests can be recognized by the occurrence of the title Thera or Thero in the last position. The principal indexing element in this case is the last name element preceding the title.

Name

Order for Carding

MADIHE GNANASEEHA THERA
X X T

GNANASEEHA, MADIHE /THERA/

SPANISH PERSONAL NAMES

Carding

1. Word order for carding Spanish names is surname followed by a comma, given name(s), and title, if used, set off in slash marks. The surname is the principal indexing element. Thus, a surname usually consists of the patronymic followed by the matronymic, but it may consist of the patronymic only and, in some cases, of the matronymic only. Thus, using the symbols S for surname, X for given name, and T for title, the name elements in the examples below are first identified and then are shown in the correct order for carding.

<u>Name</u>	<u>Order for Carding</u>
DR. <u>JOSÉ</u> <u>JULIÁN</u> <u>MARTÍ</u> <u>PÉREZ</u> T X X S	MARTÍ PÉREZ, JOSÉ JULIÁN /DR/
LIC. <u>JOSÉ</u> <u>ORTEGA</u> <u>Y</u> <u>GASSET</u> T X S	ORTEGA GASSET, JOSÉ /LIC/

Note: The connective y (and) may be deleted in carding.

2. Some surnames are prefixed with a particle (de, el, de la, la, las, los, and del). When this particle is separated from the surname by a space, it is enclosed in parentheses and is placed in front of the name. In such cases, the surname is indexed under the word following the particle, e.g., the surname (DE LA) CRUZ is indexed under CRUZ.

<u>Name</u>	<u>Order for Carding</u>
MIGUEL <u>DE</u> <u>CERVANTES</u> <u>SAAVEDRA</u> X S	(DE) CERVANTES SAAVEDRA, MIGUEL
DR. <u>FERNANDO</u> <u>DE LA</u> <u>CRUZ</u> T X S	(DE LA) CRUZ, FERNANDO /DR/

SWAHILI PERSONAL NAMES

Carding

Word order for carding Swahili names depends on their structural pattern. In the examples below, the name elements are first identified (using the symbols X for given name, S for surname, and T for title) and then are shown in the correct order for carding.

A Swahili personal name usually consists of two given names. In such case, word order for carding is second given name followed by a comma and first given name. Titles, if used, are set off in slash marks.

<u>Name</u>	<u>Order for Carding</u>
TOM MBOYA X X	MBOYA, TOM
MEJA JOHN KARIOKI T X X	KARIOKI, JOHN /MEJA/

When a personal name consists of three elements, and the second element is a surname (tribal name), word order for carding is surname followed by a comma, first given name and last given name. Titles, if used, are set off in slash marks.

<u>Name</u>	<u>Order for Carding</u>
JOHN TSUMA HERBERT X S X	TSUMA, JOHN HERBERT

The above name should be cross-referenced on an AKA card as HERBERT, JOHN TSUMA.

When a person has adopted western usage for writing his name with the surname as the last element, word order for carding is surname followed by a comma, and given name(s). Titles, when used, are set off in slash marks.

<u>Name</u>	<u>Order for Carding</u>
DR. JAMES JUMA AWORI T X X S	AWORI, JAMES JUMA /DR/
FRANCIS HAMISI WAGEMA X X S	WAGEMA, FRANCIS HAMISI

SWEDISH PERSONAL NAMES

Carding

1. Word order for carding Swedish names is surname followed by a comma, given name(s), and title, if used, set off in slash marks. The surname is the principal indexing element. Thus, using the symbols S for surname, X for given name, and T for title, the name elements in the examples below are first identified and then are shown in the correct order for carding.

<u>Name</u>	<u>Order for Carding</u>
BENGT OHLSSON X S	OHLSSON, BENGT
DOCTOR LARS LINDAHL T X S	LINDAHL, LARS /DOCTOR/

2. Some Swedish surnames are prefixed with particles, such as af, von, de, or de la. When this particle is separated from the surname by a space, it is enclosed in parentheses and is placed in front of the name to which it refers. In such cases, the surname is indexed under the word following the particle, e.g., the surname (VON) ROSEN is indexed under ROSEN.

<u>Name</u>	<u>Order for Carding</u>
GUSTAF VON ROSEN X S	(VON) ROSEN, GUSTAF

TELEGU PERSONAL NAMES

Carding

Word order for carding Telegu names is given name followed by a comma, family name, and title, if used, set off in slash marks. The given name, which may consist of two words, is the principal indexing element. In the examples below, the name elements are first identified (using the symbols X for given name, S for family name, and T for title) and then are shown in the correct order for carding. A compound name is considered as one name even though its elements are written separately.

Name

MUVVALA VENKATA RAMARAO
S X

SRI NAMBURI SUSILARANA
T S X

Order for Carding

VENKATA RAMARAO, MUVVALA

SUSILARANA, NAMBURI /SRI/

THAI PERSONAL NAMES

Carding

Word order for carding Thai names is given name followed by a comma, family name, and title set off in slash marks. The given name is the principal indexing element. Thus, using the symbols T for title, X for given name, and S for family name, the name elements in the examples below are first identified and then are shown in the correct order for carding.

<u>Name</u>	<u>Order for Carding</u>
NANG SAO YUPHIN SUKUMARATHAT T T X S	YUPHIN, SUKUMARATHAT /NANG SAO/
NAI CHIN NARONG T X S	CHIN, NARONG /NAI/

TIBETAN PERSONAL NAMES

Carding

Word order for carding Tibetan names depends on their structural pattern.

When a surname is used, word order for carding is surname followed by a comma, given name(s), and title set off in slash marks. The surname is the principal indexing element. Thus, using the symbols S for surname, X for given name, and T for title, the elements of the name in the example below are first identified and then are shown in the correct order for carding.

<u>Name</u>	<u>Order for Carding</u>
KALON NGABO NGAWANG JIGME T S X X	NGABO, NGAWANG JIGME /KALON/

When a personal name consists of only a title and given name(s), word order for carding is given name(s) followed by a comma and title set off in slash marks.

<u>Name</u>	<u>Order for Carding</u>
TSEDRUNG DORJE YUGYAL T X X	DORJE YUGYAL, /TSEDRUNG/

VIETNAMESE PERSONAL NAMES

Carding

Word order for carding Vietnamese names is given name followed by a comma, family name, middle name, and title set off in slash marks. The given name is the principal indexing element. Thus, using the symbols X for given name, S for family name, Mn for middle name, and T for title, the name elements in the examples below are first identified and then are shown in the correct order for carding.

<u>Name</u>	<u>Order for Carding</u>
HO CHU LOT TEN S Mn X	TEN, HO CHU LOT
ONG NGUYEN VAN HOANG T S Mn X	HOANG, NGUYEN VAN /ONG/

Telegraphic spellings may be written under each name element in the text below the entry.

WORD ORDER STANDARDS

1. Languages for which the word order for writing and for carding personal names is uniform.

Albanian	Icelandic
Armenian	Polish
Bulgarian	Russian
Czech	Serbo-Croatian
Estonian	Slovak
Finnish	Slovenian
Greek	Turkish
Hindi	Uzbek

2. Word order for carding personal names in these languages is surname followed by a comma, given name(s), and title, if used, set off in slash marks. The patronymic when used as a middle name in a Bulgarian, Greek, Russian, or Uzbek personal name is considered as a second given name. The surname is the principal indexing element.

3. Word order for writing personal names in the above listed languages is title, if used, usually in abbreviated form followed by given name(s) and surname. The

given name element may consist of a single name or of a first name and middle name which is sometimes abbreviated in an initial. The surname (family name) is usually a single word, however, it may be a compound name consisting of two words. The examples below use the symbols S for surname, X for given name, and T for title for the name elements to show the correct order for writing and the correct order for carding personal names in these languages.

Order for Writing

ASSLAN DRISHTI
X S

UNGER PETROS MIKOYAN
T X S

GEN. NISIM LOLOV TRAYKOV
T X P S

Order for Carding

DRISHTI, ASSLAN

MIKOYAN, PETROS /UNGER/

TRAYKOV, NISIM LOLOV /GEN/